



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 02/24/2015	Employee Requisition Number ER-15150	JOB OPPORTUNITY	
Title/Position: PSSF CASE WORKER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Promoting Safe and Stable Families (PSSF) Program Coordinator, the Promoting Safe/Stable Families Specialist will provide intensive case management services to Indian children and their families. The Promoting SSF Specialist will perform the following: conduct individual and family assessments; develop family service plans; provide home based services to families; locate and coordinate services with tribal, community and state social service agencies; conduct home, school or work visits; transport family members to resources and services; respond immediately to the needs of families; provide written reports regarding the progress of families on service plans to Indian Child Welfare and/or DHS when requested; and attend tribal and/or state court hearings and provide testimony when necessary. The Promoting SSF Specialist shall be knowledgeable of the following: principles and practices of social work; crisis intervention strategies; parenting and child management skills; counseling skills; and life-skills training (hygiene, nutrition and parenting education).
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Conduct individual and family assessments to determine the strengths and needs of children and their parents/custodians.2. Develop family service plans designed to maintain children in their home and stabilize families.3. Provide home based services to families, including hygiene/nutrition/parenting education, supports activities and counseling.4. Assist families in locating and determining appropriate resources and services.5. Maintain regular contact with families by conducting home, school or work visits.6. Transport family members to tribal, state and community resources.7. Provide 24 hour response to meet the needs of families.8. Provide written reports regarding a family's progress on service plans to Indian Child Welfare or DHS when requested.9. Attend tribal and/or state court hearings and provide testimony when necessary.



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	10. Maintain efficient management of cases and case files. 11. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports. 12. Maintain confidentiality of CFSA programs and caseloads. 13. Participate in CFSA and PSSF staff meetings. 14. Attend multi-disciplinary team meetings and other meetings when required. 15. Attend trainings, workshops or other educational programs. 16. Supervise PSSF staff in absence of PSSF Program Coordinator. 17. Perform other duties as assigned.
Minimum Requirements:	1. Minimum Requirements – Bachelor's Degree in Social Work or other relevant human service field, three (3) years experience working with children, parents and/or families.
Preferred Requirements:	2. Preferred Requirements – Bachelor's Degree in Social Work or other relevant human service field, three (3) years experience working with children, parents and/or families; or Master's Degree in Social Work or other relevant human service field and one (1) year of supervisory experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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Dependability: Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.